

NJ SMART Timeline – August 2015

DATE	EVENT
Thursday, August 6, 2015	Open: SID and SMID Management for New School Year
Thursday, August 6, 2015	Open: LDM State, Special Education and Practice Staff Submissions
Monday, August 31, 2015	Graduation Snapshot: SID Management

August Action Items

Task	Recommended Completion Date	
Download and review the Special Education Submission Student Data Handbook	August 6, 2015	<input type="checkbox"/> Completed
Attend a Special Education Submission Webinar for 2015-2016 SY updates	August 14, 2015	<input type="checkbox"/> Completed
Complete the practice Full File Upload to the Special Education Submission for the 2015-2016 SY	August 15, 2015	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out of Sync	August 31, 2015	<input type="checkbox"/> Completed

For dates and times of NJ SMART Webinars visit <http://www.nj.gov/education/njsmart/training>

NJ SMART Timeline – September 2015

DATE	EVENT
Tuesday, September 15, 2015	Open: Graduation Appeals

September Action Items

Task	Recommended Completion Date	
Attend a Special Education Submission Webinar if additional training is needed	September 4, 2015	<input type="checkbox"/> Completed
Add any new students who have started since the Full File upload for the new SY	September 30, 2015	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out of Sync	September 30, 2015	<input type="checkbox"/> Completed
Remove students who did not start for the 2015-2016 SY	September 30, 2015	<input type="checkbox"/> Completed
Check to make sure the Special Education Classification field matches between the submission and SID Management	September 30, 2015	<input type="checkbox"/> Completed

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NJ SMART Timeline – October 2015

DATE	EVENT
Tuesday, October 6, 2015	Close: Graduation Appeals
Thursday, October 15, 2015	Snapshot: SID and SMID Management
Thursday, October 15, 2015	Close: LDM State and Special Education Submissions and Practice Staff Submission
Monday, October 19, 2015	Open: SID/SMID Management
Monday, October 19, 2015	Open: Official State, Special Education and Staff Submissions

October Action Items

Task	Recommended Completion Date	
Attend a Special Education Submission Webinar for additional training	October 8, 2015	<input type="checkbox"/> Completed
Add any new students who have started since the Full File upload for the new SY	October 9, 2015	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out of Sync	October 9, 2015	<input type="checkbox"/> Completed
Remove any students who transferred or dropped out prior to the October 15 SID Snapshot.	October 9, 2015	<input type="checkbox"/> Completed
Check to make sure the Special Education Classification field matches between the submission and SID Management	October 9, 2015	<input type="checkbox"/> Completed
Export data from All Student Records prior to the deletion of practice data at 5pm on October 15, 2015	October 9, 2015	<input type="checkbox"/> Completed
Upload official data to the Special Education Submission	October 27, 2015	<input type="checkbox"/> Completed
Resolve all records in Error and Out of Sync	October 30, 2015	<input type="checkbox"/> Completed

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NJ SMART Timeline – November 2015

DATE	EVENT
Friday, November 13, 2015	Close: Official State and Special Education Submission
Wednesday, November 18, 2015	Open: LDM State and Special Education Submissions
Friday, November 20, 2015	Close: Official Staff Submission
Monday, November 23, 2015	Open: Practice <i>ACCESS for ELLs</i> Submission and Official PARCC Registration Submission

November Action Items

Task	Recommended Completion Date	
Attend a Special Education Submission Webinar for additional training	November 4, 2015	<input type="checkbox"/> Completed
Continue to resolve any records in Error and Out of Sync	November 4, 2015	<input type="checkbox"/> Completed
Check to make sure the Special Education Classification matches to the submission and the SID Snapshot Records page	November 4, 2015	
Make sure all data is accurate and released by the November 13, 2015 5pm deadline	November 10, 2015	<input type="checkbox"/> Completed
Add any new students who started after October 15, 2015	November 30, 2015	<input type="checkbox"/> Completed
Remove students who have transferred since October 15, 2015	November 30, 2015	<input type="checkbox"/> Completed
Make sure all records are free of Error and Out of Sync	November 30, 2015	<input type="checkbox"/> Completed

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NJ SMART Timeline – December 2015

DATE	EVENT
Friday, December 18, 2015	Close: Practice <i>ACCESS for ELLS</i> Pre-Id Submission
Friday, December 21, 2015	Close: Official PARCC Registration Submission
Monday, December 28, 2015	Open: Official <i>ACCESS for ELLS</i> Pre-Id Submission

December Action Items

Task	Recommended Completion Date	
*Upload any new students that have started since November 2015	December 18, 2015	<input type="checkbox"/> Completed
*Remove any students that have transferred since November 2015	December 18, 2015	<input type="checkbox"/> Completed
*Make sure all records are free of Error and Out of Sync	December 18, 2015	<input type="checkbox"/> Completed
Refresh Special Education Submission data to run LDM reports within District Reports	December 31, 2015	<input type="checkbox"/> Completed

* Task important for *ACCESS for ELLs* Pre-ID Submission

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NJ SMART Timeline – January 2016

DATE	EVENT
Monday, January 25, 2016	Close: Official <i>ACCESS for ELLs</i> Submission

January Action Items

Task	Recommended Completion Date	
*Upload any new students that have started since December 2015	January 22, 2016	<input type="checkbox"/> Completed
*Remove any students that have transferred since December 2015	January 22, 2016	<input type="checkbox"/> Completed
*Make sure all records are free of Error and Out of Sync	January 22, 2016	<input type="checkbox"/> Completed
Refresh Special Education Submission data to run LDM reports within District Reports	January 29, 2016	<input type="checkbox"/> Completed

❖ **The Special Education Submission Local Data Mart will remain open for the rest of the school year. This will allow districts to add or remove students who enter and exit their district and make adjustments to the data as necessary. The Special Education Local Data Mart will close for the 2015-2016 school year in August of 2016.**

* Task important for *ACCESS for ELLs* Pre-ID Submission

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